

Dear Colleagues,

### **Update on Work Arrangements**

Following the announcement by the Government on tightening measures to impose 14-day mandatory quarantine on all travelers entering from the Mainland starting 8 February 2020, the University Administration is extending special work arrangements for staff until further notice, taking into account recent development of the novel coronavirus (2019 n-COV).

During the period of special work arrangements, essential and basic services will be provided on campus on a reduced level to support the ongoing activities of our students and professors in their teaching, learning, and research. Department and Unit Heads have been advised to adopt flexible work arrangements for their team members in consideration of operation needs. Such flexible work arrangements range from normal duty for essential service, to reduced levels of operations for non-essential services. The latter can be supported by staggered working hours, rotational rosters, work from home, and other modes of operations that best suit individual unit's requirements.

While maintaining essential services as explained above, we try to meet the diverse demands to fulfill our educational obligations, and to enable colleagues to fulfill family commitment and personal needs. Colleagues should discuss with their supervisors should they experience difficulties under the special work arrangements.

Let me assure all colleagues that we would work closely together to create a supportive and safe environment for all members of the HKBU community, in alignment with our policy to protect our University community's health and well-being.

There remains a lot of uncertainties as to when the viral outbreak would be contained and when we could resume normal full operation. The special work arrangements will be reviewed regularly to adjust to the 2019 n-COV's development.

The University Administration will closely monitor the situation and make further announcements where needed. Please stay healthy and alert of the latest development and find updates from HKBU Bulletin Board link (<http://ehsu.hkbu.edu.hk/2019-nCOV/>) and the Government website ([www.gov.hk](http://www.gov.hk)).

Personnel Office

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